

# LOUISIANA TECH UNIVERSITY

## INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME  
AND COMPLETE ADDRESS (PRINTED OR TYPED)

RETURN THIS FORM TO:

**PURCHASING OFFICE**  
P.O. Box 3157  
408 Keeny Hall  
College Drive  
RUSTON, LA 71272

Phone: 318-257-4205  
Fax: 318-257-3772

Company Quote  
# if applicable

PHONE:

FAX:

EMAIL:

**FAILURE TO SIGN WILL DISQUALIFY BID**

**BID OPENING:**

2 pm March 10, 2011

**BID NUMBER:**

50012-164-11

**DEPARTMENT**

Statewide Management

**PRICE MUST BE FIRM FOR AT  
LEAST 30 DAYS FROM OPENING  
DATE**

DELIVERY IN  DAYS

**TERMS**

**BIDDER AGREES TO COMPLY  
WITH ALL CONDITIONS  
BELOW AND ATTACHED TO  
THIS REQUEST.**

Prices are to be  
complete and the FOB  
point to be Louisiana  
Tech University unless  
otherwise specified.

Typed or Printed Name

Authorized Signature/Title

Sealed bid request for T-Shirts as per the  
attached list/description.

Prices to remain firm through April 30, 2012.

**Signature Authority:** In accordance with L.R.S.  
39:1594 (Act 121), the person signing the bid  
must be:

1. A current corporate officer, partnership member  
or other individual specifically authorized to  
submit a bid as reflected in the appropriate  
records on file with the Secretary of State; or
  2. An individual authorized to bind the vendor as  
reflected by an accompanying corporate resolution,  
certificate or affidavit; or
  3. An individual listed on the State of Louisiana  
Bidder's Application as authorized to execute bids.
- By signing the bid, the bidder certifies compliance.

**IMPORTANT:** If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.



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| ITEM | DESCRIPTION   | QUANTITY | UNIT PRICE | AMOUNT |
|------|---|----------|------------|--------|
| 1    | FOL Best short sleeve 50/50 T-Shirts<br>1200 Lt. Gray, 1200 Red, 1200 White, 1200 Royal Blue<br>See attached event #1 description for imprinting<br><b>Assorted Sizes Adult Small-3X</b><br><b>DELIVERY BY April 7, 2011</b>  | 4,800    |            |        |
| 2    | FOL Best short sleeve 50/50 T-Shirts<br>White with imprinting as described on attached Event #2 (final art provided by vendor<br>Must be approved prior to printing)<br><b>Assorted Sizes Youth Medium to Adult 3X</b><br><b>DELIVERY BY MAY 15, 2011</b><br><br>Louisiana Tech University is under contract with<br>Collegiate Licensing Company to require a license<br>from vendors marketing Louisiana Tech University<br>artwork designs.<br><br>Vendors must provide sample at time of bid opening.<br>Samples can be returned after bid award at the request<br>of vendor and at no cost to Louisiana Tech Univ.<br><br>Items ordered must be shipped from within the USA.<br>Louisiana Tech will not be responsible for custom<br>or duty charges associated with supply of items.<br>All aspects of bid request must be addressed.<br><br><b>Bids must be received in a sealed envelope with<br/>identifying information on the outside of envelope.<br/>Samples can be sent seperately.</b><br><br><b>Direct inquiries to Glen Beer or Misty Boyd @<br/>318-257-2866.</b> | 480      |            |        |
|      |   |          |            |        |

The IDEA Place at Louisiana Tech University  
**2011 T-Shirt Bid Request**

**Note:** All T-shirts are FOL Best Short Sleeve (50/50), Artwork provided by vendor

**Event #1: Explorers Camps 2010**

**Date Needed: April 7, 2011**

Quantity Needed: Approx. 4,800 Assorted Adult sized S-3X

1200 each color

Colors: Lt. Gray, White, Blue, Red with 7 color left breast imprint



**Event #2: Summer Science Institute**

**Date Needed: May 15, 2011**

Quantity Needed: Approx 480 Assorted Sizes Youth Medium to Adult 3X

Colors: White with four color full back imprint to be designed by vendor



\*\*\*\*\*PLEASE DO NOT RETURN THIS PAGE\*\*\*\*\*

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION  
ANY EXCEPTIONS THERETO MUST BE IN WRITING

#### REQUIREMENTS AND INSTRUCTIONS

Bids signed in ink should be submitted on this form.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Prices must be firm for at least 30 days from bid opening date.

Terms will be considered Net 30 unless otherwise specified.

Bids cannot be altered or amended after opening. Any alterations made before bid opening should be initialed by vendor.

Louisiana Tech University reserves the right to accept quotes after this date if it is determined to be in the best interest of the state.

If bidder takes no exception he will be required to furnish product as specified in the ITB. All items shall be new and in first class condition unless otherwise stated in ITB. Oral agreements will not be recognized.

#### REJECTION OF BIDS

Louisiana Tech University reserves the right to reject any or all bids and to waive all informalities.

#### AWARDS

Awards will be made to the lowest responsible and responsive bidder, taking into consideration the quality of the products to be supplied, their conformity with the specifications, the purpose for which they are required, and the time of delivery. Discounts for less than 30 days will not be considered for award purposes. Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

#### LOUISIANA PREFERENCE

A preference will be given to materials, supplies, and provisions produced, manufactured, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside the State. It will be the bidder's responsibility to indicate on his bid response which items qualify.

#### ACCEPTANCE

Only the issuance of a purchase order or a signed contract constitutes acceptance by the University.

#### TAXES

In accordance with Act 1029 of the 1991 Legislative regular session, Louisiana Tech and all other state agencies are exempt from state sales and use tax.

#### DELIVERY

Quote should show number of days required to place material in Central Receiving at Louisiana Tech. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Default in promised delivery or failure to meet specifications may result in cancellation of order. The defaulting vendor may be responsible for any additional cost in reissuing the order (RS39:1661(c)). No substitutions or cancellations permitted without approval from Purchasing. Delivery should be made between 7:30am to 4:00pm week days. PURCHASE ORDER NUMBER MUST APPEAR ON ALL BOXES AND SHIPPING SLIPS. Goods may be returned if not identified.

#### INSPECTION AND ACCEPTANCE

Each item upon delivery will be inspected by Louisiana Tech. Acceptance will be made after inspection determines that all requirements of the specifications are met and the goods are in acceptable condition.

#### PAYMENT

Invoices for items shall be submitted in duplicate to the Comptroller's Office, Box 7924, Ruston, LA 71272. Items must be invoiced with quantity, unit, and price indicated on purchase order. PURCHASE ORDER NUMBER MUST APPEAR ON EACH INVOICE.

**NOTE TO BIDDER:** Any terms and conditions attached to a bid will not be considered unless the bidder specifically references them on the front of this bid form. The laws of the State of Louisiana must prevail on all bids.

Abstracts of bids are not furnished, but are kept on file in the Purchasing Office for inspection by any citizen.